

October 23, 2013

REFUGEE COORDINATOR LETTER (RCL) NO. 13-11

TO: COUNTY REFUGEE COORDINATORS

SUBJECT: **COUNTY REFUGEE SERVICES PLANS OR PLAN UPDATES
FOR FEDERAL FISCAL YEAR 2013-14**

REFERENCE: COUNTY REFUGEE PROGRAM GUIDELINES

The purpose of this letter is to inform counties that their County Refugee Services Plan or Plan Update for Federal Fiscal Year (FFY) 2013-14 is due to the Refugee Programs Bureau (RPB) by close of business on Friday, November 15, 2013.

Please refer to Enclosure I, which indicates whether a county must submit a new plan or a plan update.

PLAN/PLAN UPDATE REQUIREMENTS AND CONTENT

All County Refugee Services Plans and Plan Updates must be developed in accordance with the California Department of Social Services (CDSS) County Refugee Program Guidelines (amended November 2006), which can be found at www.cdss.ca.gov/refugeeprogram. Counties in the second or third year of an RPB-approved multi-year plan that covers FFY 2013-14 may submit a Plan Update if the program objectives, scope of services (activities), and/or service delivery systems that are described in their existing plan remain unchanged. If any of these areas are changed, then the county must submit a new plan.

Before seeking County Board of Supervisor approval, the county may submit a draft plan to the RPB for review. This step provides the county with the opportunity to discuss the plan with the RPB and amend it, as needed without need for a second board approval, if the CDSS' review results in required changes.

As part of the FFY 2013-14 County Refugee Services Plan or Plan Update, the following information or documents must be included:

- A description of each program by funding source - Refugee Social Services (RSS) formula, Targeted Assistance (TA) formula, Targeted Assistance Discretionary (TAD), and/or Older Refugee Discretionary Grant (ORDG).
- A budget for each program noted above by funding source. If a county expects to use unexpended (carry-over) FFY 2012-13 refugee funds in FFY 2013-14, it must also provide a separate budget for each anticipated type of carryover.

Due to potential budget shortfalls at the federal level in FFY 2013-14, the ORR will award the TA, TAD, and ORDG in two increments. The first increment will be 58 percent of the total allocation. The remaining 42 percent may be awarded at a later date. To avoid having counties submit revised county budgets at a later date, counties must submit two budgets with their county plan or plan update. The first set of budgets is for the 58 percent and the second is for the 100 percent.

The incremental award does not affect the RSS allocation (Enclosure II) so counties should budget 100% for this allocation. For the TA, TAD, and ORDG allocations, counties must use the Anticipated Allocations chart (Enclosure III).

ADDITIONAL PLAN AND PLAN UPDATE REQUIREMENTS

All County Refugee Services Plans and Plan Updates must be developed in a manner which maximize refugee funding and assist refugees to become self-sufficient in the first 12 months. Refugee funding should be used primarily for intensive employability services such as employment services (Job Club), Vocational English as a Second Language, vocational training, skills recertification, or On-the-Job-Training which may lead to immediate employment. Refugee funding should not primarily fund case management and supportive services, such as transportation, translation, and child care for clients who are not actively seeking employment even though these activities are allowable. This is consistent with the ORR's funding policies under 45 Code of Federal Regulations §400.146 and 400.313.

The RPB also requests that counties include the following information in order to facilitate our understanding of your county refugee programs:

- A list of county contracted refugee services providers which includes:
 - Contact person, job title, address, phone number, and email
 - Refugee funding sources and amounts
 - Refugee clients aid type or non-aided
 - Type of services offered by each refugee funding sources

- A client flow chart for the following refugee clients, including the description of each step, funding sources, and the length of time the employability services is provided:
 - California Work Opportunity and Responsibility to Kids clients
 - Refugee Cash Assistance clients
 - Non-aided clients
- Attach a copy of the county application for TAD and/or ORDG as an addendum to the county plan or Plan Update if the county had applied for that funding.

PLAN SUBMISSION INSTRUCTIONS

Counties must submit their county plan or Plan Update electronically to their assigned county analyst by the due date. Final plans must be approved by the County Board of Supervisors and a copy of the approval must be submitted with the plan or Plan Update, in accordance with the CDSS County Refugee Program Guidelines (amended November 2006).

If you have any questions, please contact Ms. Jacqueline Hom, Manager, County Operations and Performance Unit, or your assigned County Operations Analyst, at (916) 654-4356.

Sincerely,

*Original signed by
Thuan Nguyen on 10/23/13*

THUAN NGUYEN, Chief
Refugee Programs Bureau

Enclosures

REFUGEE PROGRAMS BUREAU

FFY 2013-14

New County Refugee Services Plans or Plan Updates

Alameda County	New
Los Angeles County	New
Orange County	Update 2
Sacramento County	New
San Diego County	New
San Francisco County	Update 1
Santa Clara County	New
Stanislaus County	Update 2